



Materials Required for Search Candidate Appointment at the Rank of Professor CHECKLIST

Needed before letters of evaluation can be obtained by the OFA

- Long list of candidates
 - Includes everyone who responded to an advertisement along with individuals recommended as candidates by others
 - No one on this list may be asked to write a letter
- List of comparands (3-5) and letter writers (10-12)
 - Must be approved by the search committee
- Promotion/appointment criteria by which candidate will be evaluated
 - Area of Excellence
 - 0-4 optional Significant Supporting Activities
- Candidate's CV in Faculty of Medicine format
- Annotated bibliography of the candidate's ten most significant scholarly works

Needed six weeks prior to the ad hoc search review committee meeting

- List of all places advertised and dates ads were posted; copy of at least one actual advertisement
- List of individuals asked to suggest possible candidates; sample of the letter sent requesting names
- Intermediate list of candidates (those selected for first round interviews)
- Short list of candidates (names forwarded to leader authorized to negotiate with the final candidate)

Needed two weeks prior to the ad hoc search review committee meeting

- Search Report
 - Includes documentation that the search committee members reviewed all letters of evaluation and voted regarding a professorial appointment